



REPLY TO  
ATTENTION OF:

DEPARTMENT OF THE ARMY  
INSTALLATION MANAGEMENT AGENCY  
HEADQUARTERS, U.S. ARMY GARRISON, FORT RICHARDSON  
724 POSTAL SERVICE LOOP #6000  
FORT RICHARDSON, ALASKA 99505-6000

IMPA-FRA-ZA

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Fort Richardson Garrison Housing Incentive Policy for Family Child Care (FCC)  
Providers (Policy #24-23)

1. The purpose of this policy memorandum is to provide an additional incentive for Fort Richardson housing residents to become in-home FCC providers. This policy does not change current housing entitlements or policies except as contained herein. Due to housing renovations, certain quarters are larger than others in the same quarter's category and these larger units allow FCC providers to maximize the number of children to whom they may provide care. The policy will allow FCC providers to request larger quarters within the same category to which they are entitled.
2. Residents of Fort Richardson Family Housing who elect to become in-home FCC providers may elect to request larger quarters within their current housing entitlement. To request this incentive the FCC provider must submit a written request, through the Child and Youth Services' FCC Coordinator, to the Family Housing Office. The FCC Coordinator will verify the individual is an FCC provider and obtain that individual's written agreement to provide care for the maximum allowable number of children based on the current demand. A copy of this agreement and the FCC Coordinator's endorsement will be forwarded to the Family Housing Office. The Family Housing Office will place the requestor on the appropriate waiting list with annotations in the remarks section to only offer four-plex quarters. The effective date for placement on the waiting list will be the date the request is received in the Housing Office.
3. All costs including transportation and clearance associated with the move will be borne by the soldier. The move will be completed within seven calendar days of quarter's assignment.
4. The point of contact for this policy is Ms Teen Davis, Chief, Housing Division at 384-0133.

DAVID L. SHUTT  
LTC, AR  
Fort Richardson Garrison Commander

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